

Getting the Most Out of Spotlight on Your IPAD

Spotlight Search is a great tool you can use to search for anything stored on your device. This includes all of your contacts, music, movies and apps on your iPad or iPhone. Spotlight Search is one of the best ways to get the most out of your iPad or iPhone. It's a great tool to save you time in searching information you have on your iPad or iPhone.

To Open Spotlight Search:

Swipe down on any page on your device while not in an app. Be careful not to swipe from the very top of the screen, which will access your notification center. When you swipe down, a search bar will appear at the top of the iPad and the on-screen keyboard will pop up. To search, simply type in what you are searching for.

How to Use Spotlight Search:

The best feature of Spotlight Search is the ability to quickly launch an app. Once you have had your iPad for a while, you may have downloaded a number of apps. We have shown you in previous lessons how to organise your apps into folders. Spotlight lets you quickly search your entire iPad for the special app you want to use without having to search each folder or remember where you have stored it.

If you just want to search Wikipedia for quick information you can use the Spotlight tool without having to open Safari and navigating to the Wikipedia.

Task

1. Open Spotlight-Type *Pemulwuy* into the search box and then tap the "Search Wikipedia" button at the bottom of the results list. See what you can find out about *Pemulway*.
2. Open Spotlight- Type in *iBooks* and then tap the IBooks Applications that will show up. This will open Ibooks
3. Open Spotlight- Type in a name you know you have in your Contacts List- Spotlight will give you're the details for this contact immediately

Using Spotlight Search in Mail

Spotlight searches the To, From, and Subject fields of email messages downloaded from your mail accounts.

The text of messages is not searched from the Spotlight search page. To search text in the message body, use the search field in Mail and tap All.

Task

Open Spotlight and type in a subject from one your emails . (If you cant remember heading open Mail and look for a subject> remember what that heading is>close Mail and then open Spotlight search and type the heading in) In my example I have typed in “Taboo” and it shows a message from John Mikus about “Taboo Topics”

